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COD-DK

2006 Fiscal Year and Yearend Financial Timeline Schedule for Processing FFIS Data

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Attached is the final draft of the Fiscal Yearend Timeline Schedule with critical dates for financial management processing based on the November 15, 2006 Financial Statement Deadlines.

All USDA Financial Management personnel should use this document in monitoring and meeting critical due dates for fiscal year 2006.

Listed below are names and phone numbers of points of contact for questions and/or information needed regarding the yearend schedule.

Name	Division/Branch	Email Address	Phone Number
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Attachments

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EXHIBIT 1

MONTHLY FINANCIAL MANAGEMENT CALENDARS July 2006 thru NOVEMBER 2006

These calendars contain critical due dates within each fiscal month that must be met in the processing of financial data. The calendars include daily processing activities consolidated with information from the FY06 Financial Management Key Milestone and Due Dates Chart. (See attachment 1)

EXHIBIT 2

FISCAL YEAR 2006 YEAREND PROCEDURES

This memorandum prescribes special requirements for:

1. Recording obligations as of September 30, 2006.
2. Submitting period-end estimates in lieu of actual obligation documents.
3. Implementation of the Integrated Acquisition System (IAS). Refer to IAS procedures located at <http://ias.usda.gov>

Compliance with these requirements will help assure that final financial reports are complete and valid with supporting documentary evidence as prescribed by law and that FY06 business is handled expeditiously.

EXHIBIT 3

ANNUAL CLOSE GUIDE 2006

The FFIS Annual Close Guide serves as a comprehensive, year-end procedures reference manual and facilitates a better understanding of the Year-end Close Process. The guide provides detail instructions on the following financial management processes and is available online at the NFC Web site. To view and/or print the 2006 Annual Close Guide, go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon at the top of the page. At the Pubs & Forms page left-hand menu, under Quick Picks, click **OCFO, COD Annual Close Guide FY2006**.

- Roles and Responsibilities
- Basic Government and FFIS Elements
- Year-End Closing Plan
- Financial Operations
- Financial Analysis and Standard General Ledger (SGL) Review
- Cash Transactions, Obligations and Commitments
- Accruals
- Adjusting Entries
- Cancelled Authority
- System Assurance
- Preliminary Annual Close
- Final Annual Close
- External Reporting
- Financial Statements

EXHIBIT 4

CRITICAL POINTS OF CONTACT

The critical points of contact list will provide you with names and telephone numbers of specific individuals within COD, by Branch, for assisting in processing financial data. All individuals are also located in the USDA.Gov email address folder.